



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 NW Lower River Road, Vancouver, WA 98660
Tuesday, February 11, 2025

In accordance with the Open Public Meetings Act (OPMA), the Port of Vancouver Board of Commissioners meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting to provide virtual oral comment will also be accommodated (see details below). The Board members will be attending this meeting in person.

*Public testimony will be accepted under Open Forum. **Advance registration will be required for individuals who want to provide virtual oral testimony (see details below).***

The business meeting and workshop (Items A – L) are recorded and broadcast live on CTVV cable channels 21, 23 / HD 323, and at www.cvtv.org.

- A) **CALL TO ORDER (9:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (9:30 a.m.)**
 - 1) Opening Remarks
 - 2) Approve Minutes of the January 14, 2025, Regular Meeting
- D) **OPEN FORUM**
 - 1) Public comment -To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, February 10, 2025, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Contract with LSW Architects for Design Services for the Building 2001 Roof and Parking Lot Replacement Project
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	122054 - 122576	\$	5,219,245.19
Electronic Payments	01/01/2025 - 01/31/2025	\$	1,412,076.12
Payroll Voucher Numbers		\$	741,766.35
Checks	52120847		
Direct Deposits	20001 – 20132		
	40001 – 40131		

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION

L) WORKSHOP

None

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

None

O) ADJOURNMENT

****Public comments are welcome during Open Forum. Individuals requesting to provide virtual oral comment must register in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, February 10, 2025. All individuals will have three minutes to read their comments into the record and will be asked to provide their name and city of residence for the record. No public comments will be read into the record by the port. Written comments not intended to be read by the community member and received by 9:30 a.m. Tuesday, February 11, 2025, will become part of the official meeting record and will be provided to the Commission.**

Further instructions for accessing the virtual meeting (for virtual oral comment) will be provided upon registration. Please call the Port of Vancouver at (360) 693-3611 with questions. Visit the port's website at www.portvanusa.com for more information.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

	Executive Assistant	02/11/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the January 14, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 01/14/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the January 14, 2025, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Morales*, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes** ___ **No** ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, January 14, 2025**

CALL TO ORDER

Commission President LaBrant called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:30 a.m., Tuesday, January 14, 2025, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner LaBrant welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Special Meeting/Executive Session, December 9, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the December 9, 2024, special meeting/executive session.

Regular Meeting of December 10, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the December 10, 2024, regular meeting.

OPEN FORUM

Commissioner LaBrant asked if anyone had signed up to speak during open forum. CEO Marler stated no one signed up in advance to provide virtual oral comments, however there was one person who signed up for public comment.

Sean Philbrook, Business Leaders Group, Identity Clark County, highlighted the Port's support in economic development, transportation, infrastructure, and workforce initiatives, including the Clark County Transportation Alliance, Fruit Valley freight access, and the North-South Freight Arterial. He acknowledged the Port's role in the Southwest Washington Freight and Commerce Task Force, Regional Transportation Summit, Learn Here project, and the Civic Engagement Opportunities (CEO) program. He thanked the Port for its 2024 partnerships and looked forward to continued collaboration in 2025.

ACTION ITEMS

E-1 Approve Port of Vancouver USA Board - Election of Officers – 2024

CEO Marler presented the action item and discussed the election of officers for the 2024 Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners elects each of the following officers to serve for the year 2025:

President:	Commissioner Burkman
Vice President:	Commissioner Orange
Secretary:	Commissioner LaBrant

Incoming president Commissioner Burkman chaired the remainder of the meeting.

E-2 Approve Port Organizational Assignments - 2024

CEO Marler presented the action item and discussed the proposed 2025 port organizational assignments with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners reviewed proposed assignments and, based on discussion, approves membership assignments for 2025.

E-3 Approve On Call Structural Engineering Design & Consulting Services

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners authorize the CEO to execute contracts with WSP USA Inc. for a not-to-exceed amount of \$650,000, OTAK Inc. for a not-to-exceed amount of \$550,000, and KPFF Inc. for a not-to-exceed amount of \$450,000 to perform On-Call Structural Engineering Design & Consulting Services.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Scott Goodrich, Chief of Finance presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2024 Vouchers 121770-122146 in the amount of \$6,747,547.35 including Electronic Payments generated between 12/01/2024-12/31/2024 in the amount of \$817,930.69 and December 2024 Payroll Check 52107119 and Direct Deposits 490001-490133, 510001-510133, and 520001-520002 in the amount of \$735,104.38.

CEO REPORT

Project Updates

Matt Graves, Environmental Manager, provided an update on the Swan & Cadet Cleanup project including:

- Historical Background
- Cleanup Status
- Pump and Treat System Success and Ready Reserve Status
- Next Steps

COMMISSIONERS REPORTS

Commissioner Orange stated he attended the following events and provided a brief summary:

- Met with CEO Marler
- Leadership Clark County

Commissioner LaBrant stated he attended the following events and provided a brief summary:

- Washington Public Ports Association Annual Meeting
- Vancouver Seafarer Center
- Labor Roundtable

Commissioner Burkman stated he attended the following events and provided a brief summary:

- Vancouver Seafarer Center
- Interstate Bridge Replacement Meetings
- Regional Transportation Council Meeting
- Met with CEO Marler

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting would be held on Tuesday, January 28, 2025, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the port’s website and encouraged everyone to check it out.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:00 a.m.

ADMINISTRATIVE UPDATE / WORK SESSION

No administrative work session was held during this meeting.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, January 14, 2025, regular meeting was adjourned at 10:03 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
January 14, 2025, Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION REVIEWED BY:	PORT OF VANCOUVER USA Director of Engineering & Project Delivery
Monty Edberg	Title

APPROVED BY:

	Chief Operations Officer	02/11/2025
Kent Cash	Title	Date

SUBJECT: Approve Contract with LSW Architects for Design Services for the Building 2001 Roof and Parking Lot Replacement Project

BACKGROUND:
This project supports the port's Strategic Plan goal to develop a rolling 20-year comprehensive, scheduled maintenance plan to maximize operational capacity, efficiency and life expectancy of port assets.

The purpose of this contract is to design and permit a roof and parking lot replacement project at building 2001. Building 2001 is an approximately 170,000 square foot metal building located on Kotobuki Way. The building was constructed in 1966. Both the roof and parking lot have reached the end of their useful lives. The existing roof has several coatings that contain hazardous materials and are required to be stripped off in order for a new roof coating to be applied. The project will be designed and implemented such that the tenant will maintain occupancy of the facility. The project will go through the design and permitting phases in 2025, and construction is planned in 2026.

On July 15, 2024, the Port issued a competitive solicitation for design services and received five proposals in response to the Request for Qualifications (RFQ). Each firm was evaluated and interviewed by a cross-departmental team. The selection committee determined LSW Architects of Vancouver, Washington to be the most qualified consultant.

The contract will be issued until the end of 2026 and includes support during construction. Any contract amendments will be executed per Resolution 10-2022: Administrative Authority of CEO and Their Designees. Funds for this contract are included in the approved 2025 annual budget and will be included in subsequent annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with LSW Architects for a not-to-exceed amount of \$422,759.00 to perform design services for the Building 2001 Roof and Parking Lot Replacement Project.

Submitted by: *Julianne Marlon*, CEO

Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:		
Accounts Payable		
Title		
APPROVED BY:		
Scott D. Goodrich	Chief Financial Officer	02/11/2025
Title		Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:

Please refer to attached listing January 2025 Vendor Claims:

Voucher Numbers	122054 - 122576	\$	5,219,245.19
Electronic Payments	01/01/2025 - 01/31/2025	\$	1,412,076.12
Payroll Voucher Numbers		\$	741,766.35
Checks	52120847		
Direct Deposits	20001 – 20132		
	40001 – 40131		

Additional Information Attached: January 2025 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2025 Vouchers 122054-122576 in the amount of \$5,219,245.19 including Electronic Payments generated between 01/01/2025-01/31/2025 in the amount of \$1,412,076.12 and January 2025 Payroll Check 52120847 and Direct Deposits 20001-20132 and 40001-40131 in the amount of \$741,766.35.

Submitted by: <u>Juliana Marlow</u> , CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes___ No___